



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
**325 2<sup>nd</sup> Ave N #108**  
**Great Falls, MT 59401**

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Safety and Risk Specialist**  
Schedule: **Full-time with Benefits**  
Department: **Human Resources**

Salary: **\$18.00 - \$20.00 per hour DOE**  
Closing Date: **Open Until Filled**

### **Education/Experience/Training:**

- Bachelor's or Associates Degree in Safety and Risk Management, Public Relations or closely related field **and** five (5) years of increasingly responsible professional experience in safety, risk management, liability insurance and workers' compensation preferred.
- **Or** any equivalent combination of education and experience from which comparable knowledge, skills and abilities have been achieved supplemented by coursework, training or workshops in safety engineering, employee benefits, safety and risk management or related fields that are relevant to this position.

### **Desired Qualifications:**

- Strong background in safety and risk, training, recruiting, employment, compensation, benefits management, employee communications, Human Resources with effective presentation skills.

### **Certifications:**

- Certificates of Risk Management (CRM) preferred and/or Safety and an Associate Risk Manager (ARM) preferred.
- Valid Driver's License issued by the State of Montana.

### **POSITION DESCRIPTION**

The Safety and Risk Specialist (Specialist) for Cascade County (County) provides loss control and safety oversight and consultation, develops and maintains a county-wide safety program to minimize potential workplace health and safety risks and ensure compliance with state and federal laws and regulations, conducts on-site safety inspections to identify and assess potential risks that may hinder or impact the safety, security or financial stability of the County and makes recommendations that may prevent or mitigate the risks identified. The Specialist submits, administers and monitors workers' compensation, public incident, property/ casualty and employment insurance claims and programs for the County. The Specialist compiles, maintains and analyzes data and reviews state and federal laws and administrative rules relative to risk management, safety, loss control and prevention to develop and recommend policies regarding the County's safety and insurance programs and serves as a liaison with claims adjusters, underwriters, employees and representatives from public and private agencies in coordinating, administering and monitoring insurance claims and programs for the County. The Specialist prepares and distributes safety and risk mitigation materials and information to County offices, departments and employees. The Specialist coordinates, conducts and attends safety/risk management meetings, attends risk management/safety trainings, conducts and performs inspections for and related to risk mitigation, First Aid, Mine Safety and Health Administration (MSHA), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA) and forklift certification, maintains employee driving files/certificates/driver's licenses, assists with the preparation and maintenance of the safety and risk budget, maintains and submits vehicle log books and performs other duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Day to day administration and coordination of the county-wide safety program to minimize potential workplace health and safety risks and ensure compliance with state and federal laws and regulations, conduct on-site workers' compensation and safety inspections to identify and assess potential risks that may hinder or impact the safety, security or financial stability of the County and make recommendations for corrective action/ improvement that may prevent or mitigate the risks identified, compile, maintain and analyze data and review state and federal laws and administrative rules relative to risk management, safety, loss control and prevention to develop and recommend policies regarding the County's safety and insurance programs and ensure appropriate levels of insurance coverage and compliance with state and federal laws, serve as a liaison with claims adjusters, underwriters, employees and representatives from public and private agencies in coordinating, administering and monitoring insurance claims and programs for the County, conduct and attend safety/risk management meetings, attend risk management/safety trainings, conduct safety trainings for employees and volunteers, perform inspections for and related to risk mitigation, First Aid, MSHA, OSHA, ADA and forklift certification, provide support, education and training to staff for CPR, First Aid, MSHA, OSHA, ADA and forklift certification to increase risk awareness within the County, assist in implementing in-service training programs on health and safety related matters to reduce the incidence of accidents and meeting state and federal guidelines, conduct investigations into inquiries regarding ADA compliance at County owned sites and coordinate ADA compliance with federal and state rules, regulations and laws and post and maintain all required ADA reporting/summary documents, investigate workers' compensation and property and casualty damage claims and losses and actively assist in claim management, effectively and actively oversee and coordinate all accident,

property, public incident and workers' compensation claims and investigations and maintain an effective reporting/submittal process to ensure timely claim filing, respond to, address and resolve public and employee safety complaints or concerns, oversee, coordinate and conduct the County Safety Committee, provide support and direction and assume a leadership role in reducing employee injuries, coordinate and oversee the preparation and analysis of all insurance claims, employee injury incidents and OSHA reports for the purpose of ensuring the timely and accurate submittal of required reports and documents, coordinate and manage the processes and activities of the County safety programs, training, insurance claims management and crisis response, evaluate the impact of new and proposed legislation on the County's insurance and safety programs and make recommendations to ensure County compliance with updated legislation, ensure the County is in compliance with rules, regulations and laws governing safety, industrial health, environmental protection, hazardous materials and loss prevention, prepare and distribute safety and risk mitigation materials and information to County offices, departments and employees, monitor safety and risk budget expenditures and disbursements, inter-service bill other county departments and prepare purchase orders and invoices, maintain employee driver files and license records, fleet vehicle logbooks and obtain and maintain certificates of insurance on County assets, respond to and investigate all employee and staff-related accidents, safety issues and implement plans and programs to minimize future incidents, work flexible hours and overtime as needed or when requested, perform other duties as required or assigned.

***Knowledge and understanding of:*** Workers' compensation rules, regulations, procedures and laws and safety, loss control and risk management principles, Americans with Disabilities Act (ADA) law and requirements, HIPAA and applicable state privacy and confidentiality laws, rules and regulations, principles and practices of risk management activities such as risk identification/ reduction, loss control, asset protection, employee safety, workers' compensation programs, etc., claims processing techniques and budgetary practices and controls, preparing spreadsheets and a risk management information system, County and HR policies, procedures, standards and guidelines.

***Skills in:*** Strong critical thinking and problem solving, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, internet and other computer applications related to departmental functions and activities, interpersonal communication and customer service.

***Ability to:*** Proficiently operate a computer, use and understand database, spreadsheet and word processing applications to accurately complete assigned duties, manage multiple tasks and priorities with frequent interruptions, promote and follow all County policies and procedures, recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to supervisors and department heads, conduct research, collect and analyze data and prepare written and oral reports, classify and rate risks, exposure and loss expectancies, communicate professionally and effectively with others verbally and in writing, maintain strict confidentiality in all aspects of the position, follow verbal and written instructions, pay attention to detail and accuracy, observe established lines of authority, interact with the public and employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, work independently and as a team member, observe work hours and demonstrate punctuality, perform other duties as required or assigned.

**The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.**

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**